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M E M O R A N D U M

TO: Chiefs, Field Bureaus

30 September 1948

FROM: Chief, FBIB

SUBJECT: Letter of Instruction

[redacted] 25X1

This document part of classified integrated file. NAME CHECK required prior to individual classification action.

1. General Information

a. It was suggested by Chief, Tokyo Bureau, that CIA request legislation affording overseas employees of CIA similar benefits to those received by members of the U. S. Foreign Service Department of State as authorized by the Foreign Service Act 1946. For your information such legislation was proposed to the Second Session of the 80th Congress on 17 May 1948 in Senate Bill 32688. Because of the volume of business before Congress at that time, the Bill did not come up for vote. However, it is understood that this Bill will be resubmitted at the next session of Congress. If this Bill is enacted into law, it will provide CIA overseas employees and their dependents with many of the benefits relative to travel, leave in the United States, and other matters which are now authorized only for Foreign Service personnel.

b. Some of the personnel changes in the last month are listed as a matter of interest:

(1) New Employees: [redacted] 25X1

- Editor
- Editor
- Editor
- Engineer
- Teletypist

(b) Transfer from other branches of CIA:

[redacted] - Adm. Assistant from Budget & Finance 25X1

(c) Transfers within FBIB:

[redacted] 25X1

- Hawaii to Washington
- Washington to London
- London to Cyprus
- Tokyo to Okinawa

(d) Transfer out of FBIB:

[redacted] - To ORE 25X1

(e) Resignations:

[redacted] - Info. & Editor. Specialist 25X1

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e. During the past month FBIB has initiated action to expand the Special Reports Division by six professional analysts in order to apply quantitative and graphic techniques to broadcast material. If CIA approval is granted to this project it will result in closer integration between FBIB and the National Intelligence Agencies, thereby placing additional importance on the work being accomplished by the field bureaus.

d. At the request of the Department of State, the London Bureau is currently preparing a daily roundup for U. S. delegates attending the U. N. General Assembly in Paris.

2. Technical Information

a. Errata for 23 August 1948 Instructional Letter.

(1) Page 5, item "e", change word "monitors" to "Monitoring Technicians."

(2) Page 5, item "e(1)", change word "working" to "recording" and word "progress" to "programs."

(3) Page 6, item "(3)", change words "eliminating fading" to "cutting down loss due to drifting and interference."

b. Dictaphone belt equipment.

Experience has shown that the proper adjustment of the AGC recording amplifier controls cannot be over-emphasized. Best possible results will be obtained if an engineer or technician makes the adjustments and if monitors are cautioned not to make any adjustments whatsoever on the amplifier. The interrelationship between the "Input attenuator" and "Record Volume" controls must be properly understood with respect to the compression type automatic volume control feature of the record amplifier before any such adjustments can be made satisfactorily.

Your attention therefore is invited to the procedure that is recommended by this office:

(1) Prior to the beginning of the program to be monitored, the recording amplifier volume controls should be set by a radio technician or radio engineer, qualified to make this adjustment.

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(2) Monitors should be clearly instructed not to manipulate A2M recording amplifier controls. This will serve to prevent disturbance of desirable operating levels.

(3) Where facilities exist for the monitor to tune in his own program, it is necessary only to adjust the output level of the receiver with the receiver volume controls in order to get the proper indication on the volume level indicator which is located on the front panel of the A2M recorder.

When the adjustments are properly made, the automatic volume control of the amplifier will effectively "ride gain" on the program while monitoring continues. The dips from normal receiver output level will be amplified more and the peaks will be amplified less, giving a more uniform recording level than could ever be obtained by any adjustment the monitor might make.

Various explanations have been made of how recorder styli may be chipped or broken in operation of the recorder. At one time there was a high incidence of styli breakage and tests have been made here to determine how this can be corrected.

It is contemplated that the results of these tests and related precautionary measures as listed below will prove useful in affording instruction to monitors in the proper use of the styli and reducing the incidence of styli breakage:

1st Breakage Test: Styli left down on plastic belt for several hours.

Result: Weight of recording head gradually forces styli into belt. If the machine is then moved, a quick jerk or jar will cause the styli to penetrate the belt and the point of the styli will be chipped on the anvil. The weight of the recorder head will not in itself cause penetration of the belt.

Precautionary measure: Lower styli to plastic belt only for period necessary to record program. Do not move machine after recorder or reproducer styli have been placed in the belt.

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2nd Breakage Test: Improper placement of styli.

Result: If the plastic belt is permitted to catch on the edge of the recording or reproducing head or styli and is unnoticed by the monitor, the styli are lowered to the anvil. Upon starting the motor, the belt drags on the edge of the head or styli causing them to bounce on the anvil and the styli are broken. This action may occur from improper adjustment of styli guard, i.e., belt guide.

Precautionary measure: Careful attention by the monitor to insure proper placement of the styli on the belt and a check by the engineer to insure proper adjustment of the styli guard.

3rd Breakage Test: Placement of styli head and carriage on carriage rod.

Result: When reproducer head and carriage were placed at extreme left of carriage rod, it was found that the reproducer styli would catch in the fold of the belt. The belt then curled enough to allow the safety catch to operate and the record styli were lowered to the anvil, breaking the styli.

Precautionary measure: When placing a belt on the recording mandrels, place the reproducer carriage near the center of the carriage rod. This will prevent the belt from releasing the safety catch and thus making it impossible for the record stylus to be lowered unless the belt has been properly inserted.

An improvement in recorder operation has been effected by changing the wiring so that the motors run only when a recording is being made. When the ON POWER" switch is placed in the "ON" position, the amplifiers are energized so that a program may be monitored on the earphones placed in the "Record Monitor" jack and all other components of the A2M recorder are in readiness for recording. When the "Start Stop" switch is turned to "Start" position, the motor starts and the clutch

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operates to engage the mandrel drive. The latter operation completes the record amplifier output circuit through the recording head and a recording operation takes place. This change made at the Washington office has eliminated motor burn-outs and has greatly reduced belt breakage. It also results in a more gradual start of the belt which in turn reduces the strain on many components. All bureaus should make this change in their Model A2M recorders.

It will be noticed that the signal level drops noticeably when the recording head is energized. This results in some confusion to the monitors. The proper operating signal level can better be maintained by arranging to replace the recording head impedance with an equivalent resistance when the clutches are de-energized. An arrangement is being made with Dictaphone to get additional contacts on springs for the switches S-13 and S-14 (Figure 31 of manual) so that this change can be accomplished.

A study of backspacing action on the Timemaster Model B Transcriber reveals that several improvements can be made. To accomplish some of these requires redesign of parts at the factory. More information will be given on this subject in a subsequent letter, but the following two problems will be mentioned briefly:

(1) Uniformity of backspacing: At present play in the reproducer cam bracket and non-uniformity in the reproducer lifter shoe makes it difficult to get a uniform backspace. It is possible to get no backspace or 1, 2, or 3 lines of backspace when the backspace mechanism is operated once. It is highly desirable to obtain a uniform one line backspace and efforts are being made to obtain this in adjustments that can conveniently be made.

(2) Minimum reproducer lift on backspacing. If the reproducer lifts too high on backspacing, the stylI gouge the recording, sometimes across the islands between grooves. These cross-overs can be from left to right or right to left. The former will cause skipping of lines and the latter will cause repeating. At present the reproducer lift cam is often improperly formed to allow the best adjustment for minimum lift.

Often echo is obtained on reproducing because the stylI land on an island between grooves on backspacing. During this time the intelligence in both grooves can be heard in the background. An adjustment can be made to guide the stylI into a groove more rapidly, At present, this adjustment also affects length of backspacing, and until parts are redesigned, uniformity of action is lacking. If

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echo is a problem on any particular transcriber, the following adjustment will give temporary relief at the expense of increased length of backspacing. Remove the reproducer cam mounting bracket. With two pair of pliers, bend the reproducer lifter shoe to the left when holding the bracket in its normal operating position so that upon backspacing the reproducer will move definitely to the left. The drag of the styli on the belt will then make the reproducer travel to the right and cause the styli to fall into a groove much sooner. The results of this adjustment may be viewed on a new belt placed in the transcriber. It will be noticed that a rapid trace to the right is made by the styli. Often this bending operation has to be repeated until the minimum backspacing with proper tracking is obtained.

4. Operational Information

a. Monthly coverage charts submitted by field bureaus are of great value in overall studies of FBIS operations. For this purpose, "broadcast words monitored" may be calculated on the basis of the entire Bureau monitoring schedule, with proportionate reduction only for recurring reception failures. Untextable broadcasts are properly included, and inclusion of occasional unmonitorable broadcasts will not vitiate overall figures.

Average daily textual output may be calculated by representative sampling.

b. It is desired that procedure outlined in the Processing Manual forwarded under separate cover be made standard, in so far as applicable, at all bureaus as soon as possible after receipt of manuals. Chief variations from present practice are pointed out in individual memoranda.

c. Enclosed herewith is analysis of Daily Report wordage for sample five-day period. To the extent that these five days may be taken as representative, the following observations are pertinent:

(1) With the exception of London and Mediterranean, Bureau contributions to the Daily Report are roughly proportionate to respective operating costs. The fact that the contribution of Mediterranean Bureau does not justify its budget is largely due to (a) time lag between broadcast and receipt of text in Washington, (b) inadequate translation and editing at Mediterranean Bureau, and (c) inadequate technical facilities and linguist staff

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with reference to certain areas and languages. It is expected that these difficulties will be largely remedied with the activation of the Cyprus station and that a large percentage of material contributed to the report will be shifted from London to Mediterranean.

(2) Proportion of a Bureau's total file used in the Reports - other factors remaining constant - is a function of (a) limitations on bureau's traffic wordage, (b) uniqueness of bureau's coverage range and allocation, and (c) correctness of field editorial judgment. In the case of Mediterranean Bureau, severe cable restrictions should be expected to make this figure higher than 75%. London Bureau is to be congratulated on its high percentage of copy utilized in the Reports.

(3) It is desirable that additional USSR coverage be shifted from London to other bureaus, particularly to West Coast.

(4) FBIS is deficient in coverage of certain areas, for example Bulgaria; and disproportionately heavy in coverage of others, for example Chile.

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